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**SUBJECT:** Business Advisory Council Travel Reimbursement Guidelines

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### **Travel Guidelines Statement**

It is the guiding principle of the California High-Speed Rail Authority (Authority) to reimburse affirmed members of the Authority's Business Advisory Council (BAC) for appropriate and allowable expenses incurred as result of approved travel conducted on behalf of the BAC.

Travel reimbursement will be provided in a manner which maintains fiscal accountability and traceability in accordance with state laws and guidelines.

The BAC Travel Reimbursement Guidelines are subject to annual review and, at the sole discretion of the Authority, may be renewed.

### **Applicability**

Only one member per association, per meeting/event, will be reimbursed for BAC related expenses. In the event the Primary representative is unable to attend the scheduled BAC meeting, the Alternate representative may assume responsibility. Only then, will the Alternate representative be able to claim BAC-related travel expenses.

### **Legal Authority (Not Exclusive)**

California Code of Regulations (CCR)  
CCR §599.626(b)

### **Policies and Procedures**

BAC Members will adhere to the guidelines outlined within the State Administrative Manual (SAM) for travel reimbursement. The SAM can be viewed at, <http://sam.dgs.ca.gov/TOC/700.aspx>. Applicable sections include, but are not limited to:

- [SAM Section 700](#) – Travel - Outlines general travel reimbursement procedures for state agencies.
- [SAM Section 710](#) – Terms and Definitions - Defines terms related to travel reimbursement procedures.

- [SAM Section 720](#) – Per Diem Allowances - Stipulates CalHR rules, MOUs for travel limits.
- [SAM Section 724](#) – Conventions, Conferences, and Business Meetings - Provides guidelines for travel reimbursements related to conventions, meetings, and conferences.
- [SAM Section 727](#) – Business-related Meals - Defines what constitutes a business-related meal.
- [SAM Section 730](#) – Transportation - Stipulates travel in the most efficient and least costly manner.

### **General Guidelines**

These BAC Travel Reimbursement Guidelines apply to all affirmed BAC Members for FY 2017-2018 who are responsible for requesting and processing travel expenses.

The Authority will reimburse only one (1) representative (Primary or Alternative) of each active membership per BAC Meeting.

A representative may request reimbursement, as allowable, for travel-related expenses incurred to attend the Full BAC Meeting. Representatives will not receive reimbursement for travel-related expenses incurred as a result of Committee and/or ADHOC Meetings.

Reimbursement requests must be for travel that is for the sole purpose of the Authority's BAC.

### **Business Advisory Council Expense Prerequisites**

- I. An official and approved association affirmation letter must be on file with the Authority for an active BAC Member to be eligible for travel reimbursement.
- II. All active BAC Members must submit a signed Letter of Acknowledgement, declaring they have read and understand the BAC Travel Reimbursement Guidelines.
- III. All active BAC Members must submit a completed and signed Payee Data Record (STD 204) and Authorization to Use Privately Owned Vehicles on State Business (STD 261) prior to authorized travel.

## **Travel Expenses**

- I. Allowable travel expenses (e.g., allowances, limitations, meals, short-term expenses, and any miscellaneous travel expenses) are identified and defined in the State Administrative Manual, referenced within the Policies and Procedures section of this document.

## **Method of Travel**

- I. Per CCR §599.626(b), reimbursement will only be allowed for the least expensive method of travel, and travel claims will be reduced accordingly.
- II. The Authority is responsible for determining the need and method of travel.
- III. The terms of reimbursement for travel are governed by applicable Government code sections and CalHR rules.

## **Travel Expense Reimbursement**

- I. Reimbursable travel expenses are limited to BAC Full Council Meetings, which are in accordance with state guidelines (e.g., mileage rate). Additional information regarding travel reimbursement can be viewed at, <http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>.
- II. BAC Members will use the State's Travel Expense Claim (TEC) Form (STD 262, referenced as TEC) to document travel expenses to initiate reimbursement. All TEC Forms should be submitted to [BAC@hsr.ca.gov](mailto:BAC@hsr.ca.gov) along with all supporting TEC documentation. All pertinent forms can be found on the Authority's BAC webpage, [http://hsr.ca.gov/Programs/Small\\_Business/business\\_advisory\\_council.html](http://hsr.ca.gov/Programs/Small_Business/business_advisory_council.html).
- III. TECs will be processed monthly as submitted by travelers.

## **Questions/Contact:**

For general questions regarding the BAC Travel Reimbursement Guidelines, submit all questions to [BAC@hsr.ca.gov](mailto:BAC@hsr.ca.gov).